

SHORT DIALOGUE TAKING SIMPLE PHONE MESSAGE

Name :
Class :

Ms. Regit : Good morning. I am Ms. Regita's speaking. Could I help you?

Ms. Georgy : I am Georgy from Mega Furniture. I'd like to speak to Mr. Thomas. Is he at the offine now?

Ms. Regita : Yes he is.

Ms. Georgy : I am his old friend Of Mr. Thomas. Please told me that I could contact him through your company

Ms. Regita : Ok. Just a moment, please.

Ms. Regita : Good morning Mr. Thomas. Ms. Georgy is on the line. She needs to talk to you.

Mr. thomas : Sorry Ms. Regita. I am busy now. Please tell her to call me in an hour.

Ms. Regita : All right Sir, I'll tell her

Ms. Regita : I am sorry Ms. Georgy. Mr. Thomas is busy at the moment. Please call him in an hour.

Ms. Georgy : Well, Ms. Regita. Thank you.

Ms. Regita : You are welcome.

Communication Step	Expressions
Making a phone call	
Answering the phone	
Introducing yourself	
Asking to speak with someone	
Connecting someone	
Taking a message for someone	
Leaving a message with someone	

LIVEWORKSHEETS